Institute for Creative Technologies

Production Planning

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PRODUCTION PLANNING:

An Overview for Producing Live-Action Training Projects

THEME:

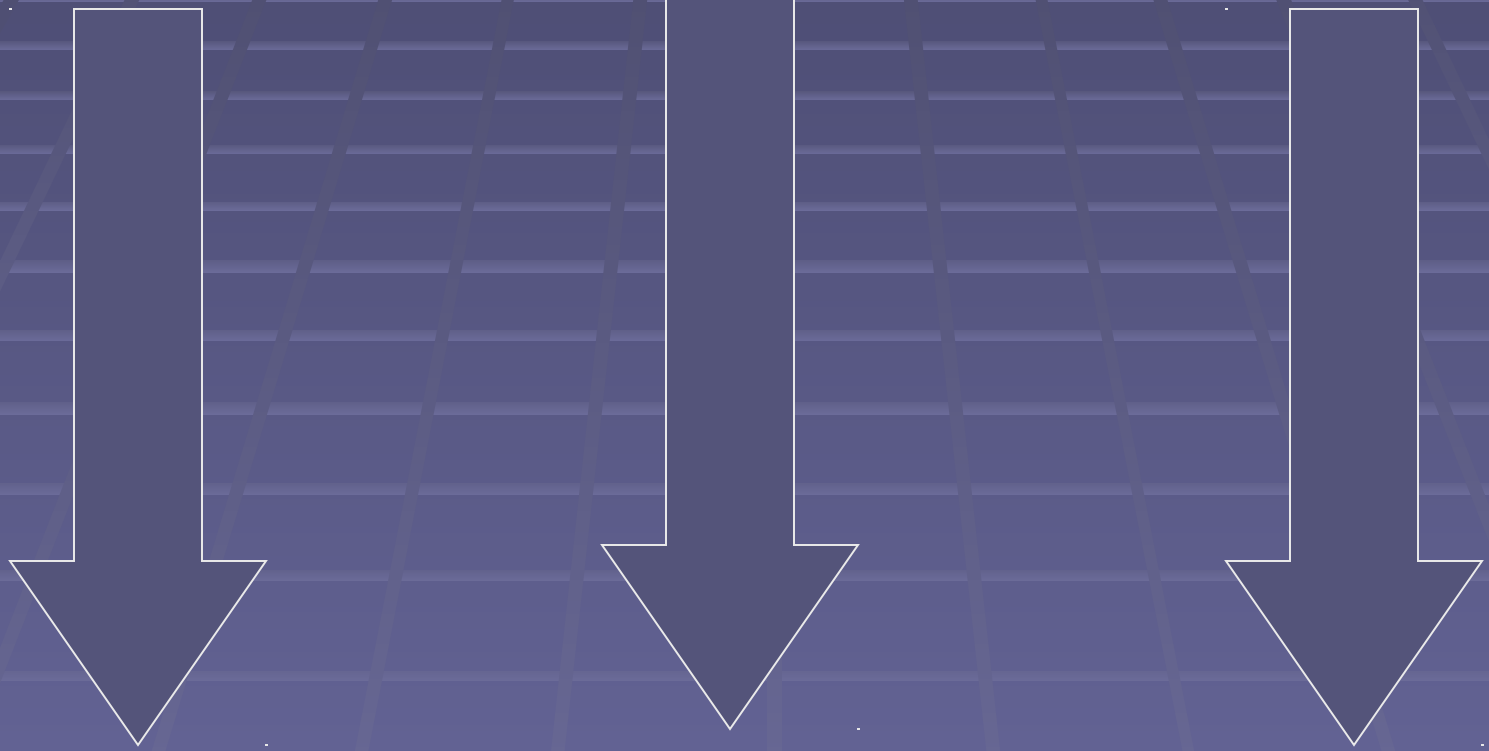
In Hollywood, animated films are also made according to the live-action model of production planning.

3 Stages of Physical Production

Pre-Production

Production

Post-Production



WHAT A PRODUCR DOES:

A producer is basically a story teller
who is uniquely armed with
a creative, financial and logistical understanding
of how motion pictures are made in the overview.

At rock bottom, a producer’s job
is to help all the forces
make the best picture possible.

Buck Houghton, Producer
THE TWILIGHT ZONE

The Key Production Staff:

1. The Producer
2. Production Manager
3. Assistant Director
4. Technical Director

Preparation is everything.

It starts with the script,
out of which the budget
and shooting schedule arise.
Do mountains of preparation kill spontaneity?
I've found that it's just the opposite.
When you know what you're doing,
you feel much freer to improvise.

Sidney Lumet, Director

Pre-Production

1. Lock the script
2. Breakdown the script
3. Schedule the shoot
4. Budget
5. Hire the cast and crew
6. Scout the locations
7. Design the sets
8. Design animated sequences

Making a film has always been about telling a story.

Certain aspects of stories
could make training projects more
powerful
All stories must have
conflict.

A character
who want something
badly
and is having difficulty
getting it
gets an audience
emotionally involved.

HOW TO BREAK DOWN THE SCRIPT:

1. Read the script
2. Divide the script into scenes
3. Color code the production

elements in the scene

Day Ext. – Yellow
Night Ext. – Green
Day Int. – White
Night Int. – Blue

DATE : _____
INT. / EXT. : _____
DAY / NIGHT: _____

SCRIPT BREAKDOWN SHEET

PRODUCTION NO. | PRODUCTION TITLE | BREAKDOWN PAGE NO.

SCENE NO. | SCENE NAME | SCRIPT PAGE NO.

DESCRIPTION | PAGE COUNT

LOCATION NAME

CAST RED	STUNTS ORANGE	EXTRAS/ ATMOSPHERE GREEN
	EXTRAS / SILENT BITS YELLOW	
SPECIAL EFFECTS BLUE	PROPS VIOLET	VEHICLES / ANIMALS PINK
WARDROBE CIRCLE	MAKEUP / HAIR ASTERISK	SOUND EFFECTS / MUSIC BROWN
SPECIAL EQUIPMENT BOX	PRODUCTION NOTES	

Day Ext. – Yellow
Night Ext. – Green
Day Int. – White
Night Int. – Blue

DATE : 4.14.4
INT. / EXT. : EXT
DAY / NIGHT: Day - morning

SCRIPT BREAKDOWN SHEET

PRODUCTION NO. | PRODUCTION TITLE: Almost Home | BREAKDOWN PAGE NO.

SCENE NO. | SCENE NAME: 1. Jogging | SCRIPT PAGE NO.

DESCRIPTION: Tim tells Cara about the new foster kids coming while jogging | PAGE COUNT

LOCATION NAME

CAST RED Cara Tim	STUNTS ORANGE EXTRAS / SILENT BITS YELLOW	EXTRAS/ ATMOSPHERE GREEN 4 neighbors
SPECIAL EFFECTS BLUE	PROPS VIOLET	VEHICLES / ANIMALS PINK 1 car
WARDROBE CIRCLE	MAKEUP / HAIR ASTERISK	SOUND EFFECTS / MUSIC BROWN
SPECIAL EQUIPMENT BOX	PRODUCTION NOTES	

SCHEDULING PARAMETERS

locations
cast members
day/night shooting
interior/exterior shooting
shooting in/out of sequence
child actors
changes in time periods
time of the year
weather
special effects & stunts

THE PRODUCTION BOARD

this is a cardboard paneled chart

designed for scheduling & easy re-arranging,

composed of a head index

which details cast & major production elements

along with a separate strip coded with production information

for each scene in the story

DURING PRODUCTION

**The producer is the overall manager
of the filmmaking process
who arranges to have
every element of production in place.**

**The producer supervises
the day to day production efforts
to ensure that
the film is on schedule and within budget
on any given day.**

Producer's Pre-production Work Fl

LOCK SCRIPT / FINALIZE VISION

Breakdown script with key creative te

Schedule

CAST | Crew | **Budget** | Locations | Design work

Production Meeting

SHOOT

POST-PRODUCTION